

PUBLIC WORKS MANAGER

DEFINITION

To plan, supervise and review the work of personnel engaged in the construction, maintenance and improvement of streets, sidewalks, administer vendor contracts; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director of Public Works.

Exercises direct supervision over assigned personnel.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Prepare, schedule and supervise the work of personnel engaged in the construction, routine maintenance and repair of streets, sidewalks, curbs, gutters, and appuretenances.

Supervise the inspection of public works structures and facilities for deficiencies.

Review plans and specifications of work to be done with supervisor, supervise work in progress and upon completion.

Administer work of outside contractors.

Supervise the inspection of tools and equipment for safe and proper use and care.

Instruct personnel in the proper and safe working conditions and enforce safety regulations.

Assist in the preparation of division budget.

Assist in preparing job estimates and establishing priorities.

Directly supervise the large or more complex jobs.

Investigate complaints regarding public works facilities and takes corrective action.

Coordinate activities with other departments and agencies.

Maintain records and prepare reports of work activities.

Screen, train, and evaluate the performance of assigned personnel.

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Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, equipment and practices involved in public works maintenance and improvement activities.

Principles and practices of supervision, training, and performance evaluation.

Safe work methods and practices.

Principles and practices of conflict resolution.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment

Ability to:

Plan and prepare a work program including estimated personnel, equipment, and materials requirements.

Plan, assign, direct, and supervise the work of subordinates.

Keep job records and to prepare reports.

Respond in writing to inquiries from internal and external customers.

Read and interpret engineering construction plans.

Interpret and explain pertinent City and department policies and procedures.

Train, motivate, and evaluate assigned personnel.

Make sound judgments and decisions within established guidelines.

Supervise the work of skilled and semi-skilled workers

Follow oral and written instructions.

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Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four-years of responsible experience in public works or other construction and maintenance activities, including experience in the maintenance and operation of construction equipment and two years in a supervisors or lead capacity.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of a valid California Class 'C' driver's license.

PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch or stoop, sit for varying periods of time; must possess sufficient strength and stamina to lift and carry objects weighing up to 50-pounds and to perform sustained heavy physical labor; must be willing to work outdoors in all weather conditions, to work underground in confined spaces, and to work with exposure to traffic and with potentially hazardous substances. See in the normal vision range with or without correction; hear in the normal range with or without correction. Must be willing to work overtime and off-hours shifts in emergency situations

WORKING ENVIRONMENT

Work is performed indoors and outdoors; when indoors, it is in an office environment in a carpeted and air-conditioned office environment with florescent lighting and moderate noise

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level. The majority of work is performed outdoors with exposure to a variety of weather conditions as well as traffic, noise, physical barriers, confined spaces and around heavy equipment or around fumes and odors.

Revised
1/05